

CHAPTER 5

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5.00 INTRODUCTION

Employees who work in an office environment need to be aware of risks they may encounter in order to avoid injury. Staff who occasionally travel and may enter an active work zone face a different, and often less predictable, set of hazards. In addition to office safety, this chapter covers basic safety for travel and various types of field work.

Please use the link here: http://admin.dot.ca.gov/tr/ldo/field_safety_e_learning.shtml or in appendix A to access the online course, *Field Safety for Office Workers*, which is mandatory training for all Caltrans office-based employees that perform field work.

5.01 PURPOSE

This chapter provides information regarding health and safety in office settings and instructions for supervisors and employees who may have to perform fieldwork.

5.02 POLICY STATEMENT

Managers, supervisors, and employees shall do everything reasonably possible to maintain a safe and healthy work environment in all places of employment. This applies both when an employee is in the office and when performing other assigned duties.

5.03 BACKGROUND

The policies, practices, and standards described in this chapter are based on the following regulations: the California Occupational Safety and Health Administration (Cal-OSHA); Uniform Building Code (UBC) standards; or other cited authorities. Some of the requirements are based on departmental policies, Director's Policies, Deputy Directives, Department of General Services Management Memos, and/or the State Administrative Manual (SAM).

5.04 RESPONSIBILITY FOR HEALTH AND SAFETY

Supervisor

Supervisors are responsible for the health and safety of their employees and to ensure that the work environment does not contribute to injury or illness. In order to achieve this, supervisors are required to:

- Routinely conduct safety inspections and have regularly scheduled safety meetings with their employees to discuss health and safety issues;
- Enforce all health and safety policies, procedures and work practices. Whenever an employee violates a health and safety policy, law, regulation or rule, supervisors shall consider appropriate disciplinary action;

- Discuss medical or other emergency situations with their employees and emergency procedures contained in their local Emergency Action Plan;
- Maintain in their files a copy of each employee's "Emergency Notification Information" form for emergency information purposes (see Chapter 9 for details); and
- Discuss potential hazards when an employee leaves his/her office to participate in a field trip.

Employee

Employees are responsible to do everything reasonably necessary to protect their own health and safety and that of others by complying with all occupational health and safety policies, procedures, laws, rules and/or regulations. To achieve this, employees are required to:

- Report to work mentally and physically capable of performing all of their assigned duties without jeopardizing the health and safety of themselves, other employees, or the public;
- Be free from the effects of medication, controlled substances, alcohol or the complications arising from illness or injury that might impair their judgement and/or ability to perform their work;
- Promptly report all injuries, illnesses, or unsafe conditions to their supervisor; and
- Inform their supervisor of any changes in home address, medical condition, name of a family member or designated person to contact following an emergency, choice of predesignated personal physician, and advise their supervisor if they will need assistance during an emergency evacuation.

5.05 PHYSICAL SAFETY

Offices, storerooms, personal service rooms, hallways and passageways shall be kept clean, orderly and sanitary to the extent that the nature of the work allows. Office furniture and equipment should be arranged for efficiency, convenience, and safety.

All floors shall be free of dangerous projections or obstructions and any tripping hazards. All floors shall be maintained in good repair, and be dry or slip-resistant. Defective tiles or carpet are to be reported to the building maintenance staff to be repaired.

Ergonomic standard

Employees shall be provided with furniture and equipment that meets state standards (see Chapter 7 - ERGONOMICS for more details).

Moving furniture, equipment, or storage boxes

Employees should not move office furniture and equipment. Supervisors should contact the Building Manager or Facility Operations office in their District or other Caltrans facility to arrange for professional movers.

Lifting of equipment, supplies, and other items

There are no written standards to control the amount of weight that a person can lift without causing injury. Whenever any object is to be lifted, some discretion or judgment must be used. Employees should never lift anything that may cause injury. **Always ask for assistance.**

Inspect storage boxes, supplies, or containers with unknown or heavy contents before attempting to lift using proper lifting techniques (see Chapter 7 - ERGONOMICS for information regarding proper lifting techniques).

Aisle and Hallway/Corridor Widths

The minimum space requirements for aisles and hallways/corridors are based on the Cal-OSHA, General Industry Safety Orders (GISO), California Building Code and UBC construction standards.

The minimum requirements for office areas are:

- **Within an office or workstation, use: The 24-inch standard**

This standard requires unobstructed walking space between and around desks, chairs, bookcases, file cabinets, credenzas, other general office furniture or equipment, and/or wall partitions. The wall partitions may be portable or permanent.

- **Aisle, hallways/corridor width: Not less than 44-inches**

The UBC has established a 44-inch minimum width for routes of travel by persons with disabilities. Designated hallways and walkways may be wider than 44 inches, but must have at least 44 inches of unobstructed walking space.

The 44-inch standard applies to all types of hallways and walkways, i.e., those used as egress and ingress to work areas or offices. These walkways may be main hallways of a building or they may be lateral hallways connecting work areas and/or offices. They may be between or adjacent to permanent or moveable wall partitions. An unobstructed 36-inch minimum width is required for entrance/exit from office cubicles.

The 44-inch standard is also required in walking or standing spaces found in common work areas, such as in front of storage areas or equipment or copier machines, drinking fountains, file cabinets, kitchen areas, work tables for common use, and generally any work area that is used by employees during a work shift.

Electrical Safety

Office work areas are subject to the Cal-OSHA Electrical Safety Orders (ESO). The following represents some pertinent electrical safety standards:

- Electrical power cords for computers, printers, or other electrical devices shall not be placed on the floor unprotected or where they may create a tripping hazard;
- Electrical extension cords are permitted, but shall not be used as a substitute for fixed wiring. Where possible, new electrical outlets should be installed to eliminate the need to use extension cords.
- When a telephone or electrical box on the floor is exposed, the box should be marked as a hazard until the hazard is removed.

Securing Furniture and Equipment

To be prepared for emergencies such as earthquakes, certain office furniture and equipment should be secured to walls or floors. The following guidelines should be followed when securing office furniture and equipment:

- File /storage cabinets, five (5) feet or shorter need not be secured to walls or floors;
- File /storage cabinets between five (5) feet and six (6) feet should be placed against and secured to permanent walls;
- If wall space is not available, file/storage cabinets between five (5) feet and six (6) feet may be placed back-to-back in open areas, and secured to each other or the floor;
- File /storage cabinets (6) feet or taller shall be placed against and secured to permanent walls.
- If wall space is not available, file/storage cabinets six (6) feet or taller may be placed in open areas, provided they are placed back-to-back and secured to each other and to the floor.

Material and Office Supply Storage

Office supplies should be stored in appropriate areas set aside for that purpose, and not where they could contribute to injury.

Do not:

1. Store materials on top of modular furniture, overheads or cabinets;
2. Store materials above the level of your shoulders;
3. Place objects such as flower pots and vases on windowsills or ledges;

4. Place card index files, dictionaries, or other heavy objects on top of file cabinets taller than five (5) feet;
5. Use storage boxes (cardboard boxes) as room dividers; and/or
6. Use walkways, hallways, stairwells and/or landings for storage.

Walkways and hallways should be maintained free of all obstructions or impediments for use in case of an emergency.

NOTE:

If materials (office supplies or records) must be stored in cardboard boxes, they are to be piled, stacked, or racked in a manner designed to prevent them from tipping, falling, collapsing, rolling, or spreading.

Stairways

All stair tread surfaces shall be slip-resistant. Stairways shall be maintained in good repair having handrails on each side. Stairways shall not be used as storage areas and must be kept free of tripping hazards.

Exit/Directional Signs

Exit signs, directional signs, or both, shall be provided at every exit door, at the intersection of corridors, at exit stairways or ramps, and at other locations as necessary to inform occupants of the means of egress available.

Electrically illuminated exit signs shall be lighted with at least two electric lamps. Burnt out electric lamps shall be replaced in a timely manner.

Door Openings

- Door openings should be kept clear.
- Doors marked "Fire Door, Do Not Block," or other special notice should not be changed or altered.

Solid doors (without windows) can present hazards when approached from both sides at the same time. Employees should be warned of this hazard and instructed to:

- Approach solid doors slowly;
- Stay out of the path of an opening door; and/or,
- Reach for the doorknob to avoid contact with the body and arms.

Doors that open onto a hallway or open directly into the path of oncoming foot traffic should be approached slowly. The swing radius of doors can be marked on the floor.

5.06 TRIP PLANNING

In preparation for field work, the employee should review the Code of Safe Work Practices (COSWP) for field trips located at the end of this chapter. The supervisor shall discuss with the employee the following items:

- Scope and COSWP applicable for any of the worksites they may enter;
- Risks of the work area, facility, or highway, including such things as traffic volume, number of lanes, shoulder widths, possible sites for parking, fences, gates, etc;
- Assembly of all safety and personal protective equipment, materials, and other equipment that will be required to perform the work; and
- Transportation arrangements, including the use of seat belts and shoulder harnesses while in the vehicle.

5.07 MOTEL, HOTEL, DINING OUT AND SIGHTSEEING SAFETY

Supervisors shall discuss information about travel status, visiting other cities, and potential hazards associated with being in a different working environment. Discussions should include personal safety and precautions regarding motel/hotel safety, dining out, shopping and sightseeing.

***NOTE:** National media reports continue to focus attention on employees in both the public and private sector that have become victims of assaults or other forms of violent acts while working. It is important that managers, supervisors, and employees are aware of any potential for violence while working in the field and what actions can be taken if an employee is confronted with an act of violence, a threat, verbal or personal harassment, or intimidation.*

Chapter 6 - WORKPLACE VIOLENCE, provides information that may help employees understand and/or handle a potentially dangerous situation that they may encounter while in field work.

5.08 PERSONAL CLOTHING

Employees are expected to report to work reasonably dressed to protect them from exposure to usual and/or predictable physical and environmental conditions found in the work place.

Employees shall be given adequate advance notice of field trips so they may properly dress to protect themselves while in the new work environment, and/or be protected from exposure to potentially unsafe conditions in a new assignment.

5.09 VISITING A CONSTRUCTION OR MAINTENANCE PROJECT

To ensure employee safety when visiting a Construction or Maintenance project the

following guidelines should be followed:

- Phone or e-mail the Resident Engineer (RE) in advance so he/she knows that you will be visiting. The RE will be able to advise what operations the contractor may be doing when you visit.
- All personnel should check in at the RE office prior to entering the construction site. If no one is available at the office, please check in with the field inspector at the job site. You will be provided with a quick review of the Code of Safe Operating Practices (CSOP) for the ongoing activity that day and any other significant information you might need to ensure both your safety and the contractor's ability to continue the job progress unabated.
- Bring Personal Protective Equipment. You will be required to wear, at the minimum, a hardhat, appropriate warning garments (i.e., a safety vest), and safety glasses. Other safety gear may be required. Check with the RE to see if additional safety equipment is needed. You will not be allowed to enter or stay in the construction zone without this equipment.

5.10 WORKING ON STREETS AND HIGHWAYS

Whenever employees work on a city street, highway or freeway, the work should be planned and organized to minimize exposure to moving vehicular traffic. The supervisor should contact the local Maintenance Region office or Construction office for information regarding planned lane closures or construction work in the area.

When parking and/or stopping on the shoulder area of a highway, motor vehicles shall be parked in a manner to provide a physical barrier between the employee and any traffic that may enter the work zone. If the vehicle is not needed as a physical barrier, it shall be parked as far off the paved shoulder area as possible. Carefully choose a location to ensure the vehicle will not affect passing traffic, nor interfere with employees' view of oncoming traffic.

When it is impractical to use barrier vehicles, guardrails or other physical barriers, a lookout should be assigned to provide errant vehicle warnings. The lookout is exclusively responsible to closely observe approaching traffic to assess any unusual vehicle movement or errant driver behavior and warn other workers whenever trouble is anticipated. Lookout assignments should be changed frequently to maintain a high degree of alertness.

Working in Median Areas

All employees should receive specialized training regarding the hazards unique to median work areas, and when working adjacent to moving highway traffic prior to working in median areas.

For work performed in a median area, the following precautions shall be taken:

- Employees should park their vehicles within the median area where crossing the traffic lane on foot is not necessary;
- Exit the vehicle on the off-traffic side; and
- In narrow medians, exit the vehicle on the side that will present the least exposure.

If it is not possible to park in the median area and crossing on foot is necessary, the following precautions must be taken:

- Cross only when there is a break in traffic adequate to allow for walking across the lanes.
- Workers shall not carry tools or items that would slow them down and make the crossing unsafe.
- If the traffic is too heavy and a traffic break is not available, workers shall wait for a safe time to do the job. If they must cross, they shall call for traffic control or ask for a CHP traffic break.
- If the work cannot be performed as planned due to high traffic volumes, the supervisor shall reevaluate the work activity to prevent unnecessary exposure of employees to vehicular traffic.

Amber Warning Lights

Section 25256 of the California Vehicle Code (CVC) allows Caltrans vehicles to display flashing/rotating amber warning lights, "...when such vehicles are parked or working on the highway."

Amber lights should only be used to alert motorists of workers on foot or operations near the traveled way. Do not use the amber lights while driving, when parked in an established lane closure, or when no danger to employees exists.

5.11 NIGHT WORK

Employees should be given sufficient advance notice of a night work operation to allow them to adjust their schedules and avoid unnecessary fatigue.

Supervisors shall discuss the hazards and PPE unique to working at night. If employees will be exposed to vehicular traffic, PPE (including hard hat, eye protection, foot wear, and other clothing, such as for cold weather or heat stress) shall be discussed and/or required.

5.12 HAZARDOUS SPILLS

If an employee discovers a spill of an unknown material or substance on a highway or

street, the employee should:

- During regular working hours, call the Maintenance RM's office, if known, or the Caltrans Communications Center, or the California Highway Patrol (CHP) (through 911);
- Stay clear and "up wind," if possible, and avoid contact with the unidentified material;
- Provide traffic control (e.g., closing a traffic lane or other traffic management); and;
- Call for assistance and wait for the experts.

If an employee determines that his/her personal safety may be in jeopardy, he/she should leave the area, and telephone appropriate authorities from the nearest safe location.

5.13 WORKING IN RAILROAD/TRANSIT "RIGHT OF WAY" (ROW)

A. Employees performing work on a railroad, transit, or trolley line in which either (1) equipment or materials will enter the right-of-way, or (2) special hazards are present (i.e. limited visibility or frequent train movements) **shall not** enter the area unless all of the following occur:

- a. Permission (oral or written) from the controlling entity (usually a railroad or transit company) has been granted
- b. Caltrans employees have received a safety briefing from the controlling entity

A safety briefing is the minimal amount of training required to access a rail or transit right of way. Some entities will require completion of a formal training program or orientation specific to the rail/transit company's safety and operational procedures. In other situations, Roadway Worker Protection [RWP]¹ training will likely be required as determined by the controlling entity. These can be viewed as three progressively higher levels of training—a briefing, an orientation, and an orientation in combination with RWP training.

- c. Caltrans employees are accompanied by a railroad or transit employee

The railroad/transit representative, usually referred to as a flag person or lookout, watches for conflicting train movement that would endanger the crew or crews

working in the foul of the tracks. The lookout will notify the crew each time there is a need to move personnel and equipment to a designated clearance area.

- B. Employees performing work that requires entering a railroad or transit right-of-way where (1) no equipment or materials will enter that ROW, and (2) no special hazards are present, **may** enter provided the following safety procedures are carried out:
- a. The person in charge has developed a work plan and conducted a safety briefing. The briefing shall include a review of this section with all employees who will be working on the railroad/transit right of way. The plan shall include a designated person to look out for trains when conditions warrant it.
 - b. Wear Caltrans Personal Protective Equipment for working in a ROW.
 - c. Minimize their time in the ROW, and stay clear of tracks whenever possible.
 - d. Obey instructions given by railroad/transit personnel encountered at the worksite and carry a Caltrans identification badge or card.
 - e. Use designated entry points whenever possible. Do not climb over or under fences or walls. Do not pass through any holes in fences.
 - f. Watch for moving equipment on tracks. Trains or other equipment may operate on any track, in either direction, at any time.
 - g. When a train is approaching or passing by, seek to stand at least 50 feet from the tracks.
 - h. In multiple track territory, do not stand on or close to one track while a train is passing on another track.
 - i. Avoid walking or standing on a track. If it is necessary to walk or work on a track, do so along the outside of the track whenever possible. Look back frequently for on-track equipment to ensure adequate time to walk away from the tracks. When there is a good line of sight to see approaching trains, *adequate time* means that a worker can be clear of inbound trains 15 seconds before a train moving at the maximum operating speed on that track can pass the location of the worker.
 - j. Look in both directions before stepping onto a track, crossing a track, or walking around visual obstructions near a track.
 - k. Do not step or walk on top of rails, frogs, switches, guard rails, etc.
 - l. Keep at least 20 feet from standing equipment. Do not cross between cars or other on-track equipment standing on the same track unless they are separated by at least 50 feet.

Supervisors are responsible for requesting permission from the rail entity and ensuring that the procedures listed above are fulfilled. In order to secure an on-site railroad/transit representative, contact the railroad or transit entity as soon as possible and a minimum of three days prior to the planned work. The Caltrans District Right of Way office can provide contact information for railroad/transit entities in their area.

Caltrans railroad/transit safety procedures apply equally to all work in railroad right of ways, railroad crossings² and to work on or near rail, transit, or trolley lines that run within our right-of-way when the work is in the “fouling distance” of the rail line. (The fouling distance is any area in which personnel, equipment or materials could be struck by the widest vehicle that could operate on that track or in any case is within four [4] feet of the field side of the near running rail.)

These are basic procedures. If the work will involve frequent access and/or work in many different rail/transit company ROWs, the supervisor should require specialized railroad safety training for each employee to include Roadway Worker Protection (RWP)¹ and safety orientations by the railroad/transit entities owning the right-of-ways.

¹On-track safety procedures prescribed under federal RWP regulation 49 CFR, Part 214, Subpart C.

² Most railroad crossings allow public access, but only for the purpose of crossing the tracks when safe to do so.

APPENDIX A

CODE OF SAFE WORK PRACTICES

FIELD TRIPS & PREPARING FOR A FIELD TRIP

PHYSICAL AND ENVIRONMENTAL HAZARDS

TYPICAL FIELD TRIP HAZARDS:

1. Adverse weather conditions
2. Slippery roadways
3. Moving vehicular or equipment traffic/traffic congestion
4. Hazardous parking areas
5. Noise
6. Impaired drivers
7. Footing on uneven terrain
8. Poor visibility
9. Contact with flying particles
10. Bending, stooping and lifting objects

SAFE WORK PRACTICES

TYPICAL PRECAUTIONS TO AVOID INJURY:

1. Review Safety Manual for fieldwork safety items
2. Wear appropriate footwear, hard hat, safety glasses and warning garments
3. Wear appropriate personal clothing
4. Perform pre-operation inspection on vehicle
5. Bend, stoop, and lift properly
6. Obey traffic laws
7. Be alert for other motorists
8. Stop and/or park vehicle in safe place
9. Exit vehicle properly, away from traffic
10. Avoid backing vehicle if possible
11. Use physical protection from traffic where practical (i.e.; a vehicle, guard-rail, K-rail, etc.)
12. Work facing traffic and/or use a lookout
13. Wear hearing protection as required

APPENDIX B

FIELD SAFETY FOR OFFICE WORKERS

Script of online training course:

Please use the link here: http://admin.dot.ca.gov/tr/ldo/field_safety_e_learning.shtml to access the online course, *Field Safety for Office Workers* which is mandatory training for all Caltrans office-based employees that perform field work.

SLIDE 1

Introduction

SLIDE 2

Hello and welcome. The title of this presentation is *Field Safety for Office Workers*.

From time to time while working at Caltrans you may be asked to do work outside of your office in a new and unfamiliar environment.

SLIDE 3

Your assignment could be at a maintenance work zone, construction site or some other part of our vast multi modal transportation system.

SLIDE 4

Right now, we'll be going over some things that are very important for you to know to keep you safe while working away from your office.

SLIDE 5

We'll discuss items such as pre-trip vehicle preparations, personal protective equipment – also known as PPE,

SLIDE 6

and specific techniques for working safely in construction zones,

SLIDE 7

near equipment,

SLIDE 8

or close to traffic. And that's just to name a few.

So let's begin.

SLIDE 9

The Caltrans' Vision/Mission Statement tells us that Safety is our number 1 priority. This means we want you to do a day's work and go home to your family at the end of shift!

SLIDE 10

Let's start with The Safety Basics.

SLIDE 11, 12

Caltrans has an excellent Injury and Illness Prevention Program or Safety Program.

It consists of a number of publications packed with information that can literally save your life!!

The primary source is the Departmental Safety Manual which is available online.

When you're not rushed, please read it thoroughly.

The key elements of our Safety Program are Knowledge, Responsibility, Inspection, Hazard Mitigation, and Accident Investigation. It also has elements for Safety, Training, Enforcement,

Safety Meeting Documentation, and most importantly Communication! One of the other publications that relates to the job is our Code of Safe Operating Practices.

It covers many things you need to know specific to the work to be done.

SLIDE 13, 14, 15

Our Code of Safe Operating Practices has been developed to help you. It lists such things as: Potential physical and environmental hazards associated with your work activity as well as precautions to deal with those hazards so you can avoid injury and illness.

Here are some of the typical physical and environmental hazards you may encounter on the site. Remember, your supervisor is a great resource for safety information.

SLIDE 16

You just learned about some of the hazards. Now let's look at precautions you can take to avoid injury.

Now that you have the basics there are some additional things you need to know that will be unique to the field setting.

SLIDE 17

Before heading out ask yourself a few questions....

- How can I reduce my exposure to traffic or even eliminate it?
- Where am I going?
- What will I be doing when I get there?
- How long will I be there?
- Who knows where I am?
- When am I expected to return or check in?
- Do I have water to drink?

SLIDE 18

Before you head out, do your "prep work" and define the Scope of Work you will be doing. Before you visit an active Construction or Maintenance site, contact the Resident Engineer, Maintenance Superintendent, or Supervisor to let them know when you are coming.

Ask them if there are any additional PPE requirements and the Code of Safe Operating Practices for the day's operations.

SLIDE 19

Take time to review the Safety Manual chapters that might apply, such as;

- Motor Vehicle Safety
- Personal Protective Equipment
- First Aid and Emergency Medical Treatment
- Disease Protection, including our Heat Illness Prevention Program

SLIDE 20

What are some of the hazards that come to mind? Especially those that might be unique to the area where you are going to be working.

- Moving Traffic
- Inattentive Drivers
- Poison Oak
- Work Place Violence
- Hazardous Materials
- Creatures and critters lurking in the undergrowth

How would you respond to those hazards? Write down some precautions you could take to avoid them.

SLIDE 21

A great tool to have is a “field checklist.” Take the time to develop one like the sample shown here.

SLIDE 22

Some districts have developed a Field Visit Safety Plan. Contact the local District Safety Officer where you are going and ask for one.

It would be a great addition to your Field Checklist!

SLIDE 23

Here’s a continuation of the Safety Plan. It lists your key contacts and precautions you can take to protect yourself.

SLIDE 24

Let’s talk a little about your personal safety.

SLIDE 25

You need to be comfortable when going out in the field. Do you have enough information to ensure your comfort level? Make sure that you have acquired the necessary information by reviewing the Safety Manual, your personal Field Safety Plan, and conversations with your supervisor.

If you arrive at the site and are not comfortable / or realize you do not have adequate information or training, you should return to the office. Don’t try to wing it! And don’t be afraid to ask questions!

SLIDE 26

The “Must Haves” – These are mandatory use items you need when you’re working on-foot within the right-of-way of any highway or road, which includes freeways, multi-lane highways, and city streets;

- A Caltrans issued Hard Hat
- High Visibility Garment--a Vest or Shirt (Class 2 for day and Class 3 for night work)
- Eye Protection such as Caltrans issued Safety Glasses or Goggles
- Proper Footwear-- Over the ankle sturdy leather boots
- Proper Attire--Long pants, shirts with at least short sleeves as a minimum
- You may need Hearing Protection as well

Chapter 12 of the Safety Manual covers all the elements of proper PPE

SLIDE 27

A great resource to use if you are going to be near the travel way / ?? is the Department’s Maintenance Manual, specifically Chapter 8, Protection of Workers.

Keep something between you and traffic (a guardrail or a vehicle).

SLIDE 28

Contact Maintenance if you must work within six (6) feet of the traveled way; also if you need warning devices such as cones or signs.

Have an escape plan BEFORE you get to the site.

Whenever possible, do a drive-by or two before your trip. It will help you to understand the terrain and look for the best possible place to park.

SLIDE 29

When you are in or near a maintenance or construction zone, there are many things going on that may be new to you. You may encounter new and different sounds and noises that you haven’t heard before. There are many kinds of equipment on the site from cars up to dozers, scrapers, and loaders. Often their warning devices, called back-up alarms, sound identical -- because they are!

Always make eye contact with the operator of the equipment or vehicle. As an example, there is a blind spot behind a dump truck for about 180' before the driver can see a worker in the truck's mirrors. Equipment operators often have even more obstructive views from their seats.

SLIDE 30

Prior to leaving your office, make sure you know where the closest medical facility is. It may be just a mile ahead of you instead of four (4) miles behind you!

Take time to review Chapter 9 in the Safety Manual. It covers first aid and emergency medical treatment requirements in case of injury or illness.

And ensure your emergency contact information is up to date.

SLIDE 31

Do you have a communication device?

Can you read a post mile marker, so you can give clear direction to emergency responders if needed?

SLIDE 32

You will find that Chapters 17 and 18 of the Safety Manual address vehicle safety. The following slides will highlight some of these items.

SLIDE 33

You are responsible to check or pre-op your vehicle.

SLIDE 34

Don't speed! Obey all traffic laws and set a good example for others.

SLIDE 35

Do you need the flashing amber light for the job? Do you know how and when to use it?

SLIDE 36

Is the vehicle you have the right vehicle for the job?

SLIDE 37

Call and ASK where to park before you arrive at the site.

SLIDE 38

You must possess a valid CA drivers license. If you are a frequent driver and use a State vehicle for business more than once month you'll need to take Defensive Driver Training.

SLIDE 39, 40

AVOID the need to back out of a parking spot. Before you back up, walk around the vehicle to ensure a clear path to back. If others are available, have them help you safely back-up by acting as spotters for you.

Park in a place that will not hinder construction or maintenance operation, but does provide a safe exit from your vehicle.

SLIDE 41

Always park as far away from live traffic as possible.

And use your vehicle as a barrier between you and the traffic.

SLIDE 42

When entering a lane closure, always signal and slow to a safe speed.

Pay close attention to workers on foot and equipment within the closure.

SLIDE 43

First and foremost....BE PREPARED!

SLIDE 44

BEFORE YOU GO OUT! Review these chapters of the Safety Manual:

Chapter 8--General Health, Medical & Safety

Chapter 9--First Aid and Emergency Medical Treatment

Chapter 12--Personal Protective Equipment (PPE)

Chapter 17--Motor Vehicle Safety

Don't forget Chapter 8, Protection of Workers, in the Maintenance Manual.

Also, review the Code of Safe Operating Practices for Maintenance and Construction.

SLIDE 45

Have all your Personal Protective Equipment adjusted and ready to put on.

SLIDE 46

Select and wear the appropriate footwear and clothing.

SLIDE 47

And always contact the person in charge of the site.

SLIDE 48

Remember, when you're driving a Caltrans vehicle you're driving a "Billboard" and the public sees you.

SLIDE 49

Drive with respect for the law.

SLIDE 50

Your personal checklist-- review it with your supervisor

Know who is in charge of the work zone where you are going.

SLIDE 51

Be prepared—expect the unexpected.

Do not assume someone will be looking out for your safety.

Assess your surroundings -- Where will I park? How will I enter the work zone? Is there equipment working in the area? Are there workers on foot?

Use your senses—Sights and Sounds—Those senses are your personal alert devices.

Plan an escape route —Go over the What If's with your supervisor before you go out....

AND DON'T BE AFRAID TO ASK FOR HELP.

SLIDE 52

The goal is simple.

Do your job safely and go home at the end of shift.

SLIDE 53

If you have questions, talk to your supervisor or contact your local Health and Safety Officer -- they're here to help you!